

Chapter 1 General

1-1. Purpose

This regulation—

a. Prescribes the policies and procedures for preparing Academic Evaluation Reports (AER). These reports are prepared for soldiers who take part in resident and nonresident training at service schools, noncommissioned officer (NCO) academies, and civilian educational institutions.

b. This regulation applies to the academic evaluation of:

(1) All service personnel who attend Army schools and installation NCO academies, or who take part in nonresidential instruction, plus chaplain candidates who are in chaplain training status.

(2) Active Army and Army National Guard (ARNG) personnel attending civilian educational, medical, or industrial institutions.

(3) Army personnel attending schools sponsored by the other services

(4) ARNG and U.S. Army Reserve (USAR) personnel attending Army service schools and USAR schools.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

Commandants will ensure that—

a. A copy of this regulation is available to the student and rating officials.

b. Each rating official is fully qualified to meet his or her responsibilities.

c. Reports are properly prepared.

d. Each rating official knows how the students he or she evaluates have performed.

e. Each student is provided a copy of his or her completed AER.

f. Referred reports (para 1-13) are provided to the student for acknowledgment and comment before being sent to Headquarters, Department of the Army (HQDA).

g. Completed reports arrive at HQDA not later than 60 calendar days after the “Thru” date of the report.

1-5. Report forms

The following AER forms are available through normal publication supply channels.

a. Use DA Form 1059 (Service School Academic Evaluation Report) to report the performance of students attending Army service schools, USAR schools, NCO academies, and schools sponsored by the other services, and chaplain candidates in inactive duty for training (IDT) status as well as formal school status.

b. Use DA Form 1059-1 (Civilian Institution Academic Evaluation Report) to report the performance of students attending courses at civilian educational, medical, or industrial institutions.

c. Use DA Form 1059-2 (Senior Service College Academic Evaluation Report) to report the performance of students attending senior service college level courses.

d. Submit reports on students attending schools sponsored by an allied nation according to the procedures of that nation. Use DA Form 1059 or DA Form 1059-2 to forward the allied nation’s report and translated copy of that report.

1-6. Submission of academic reports

Academic reports will explain the accomplishments, potential, and limitations of individuals while attending courses of instruction or training. Only one AER is authorized for each reporting period.

a. A DA Form 1059 is required for Active Army, Reserve Component personnel, and personnel of other services taking courses at Army service schools, Department of Defense (DOD)-sponsored

schools, NCO academies, allied nation schools, and Reserve Component chaplain candidates as prescribed below:

(1) Active Army personnel and personnel of other services attending resident and nonresident courses or training scheduled for 60 calendar days or more.

(a) For Active Army students in good academic standing who voluntarily withdraw from an elective course of instruction short of completion, a letter explaining the reasons for termination will be sent, instead of a DA Form 1059, from the school commandant to PERSCOM, ATTN: TAPC-(appropriate career branch), for use as deemed appropriate by CG, PERSCOM, Office of The Surgeon General (OTSG), The Judge Advocate General (TJAG), and the Chief of Chaplains. The time will be declared nonrated on the next officer evaluation report/noncommissioned officer report (OER/NCO-ER).

(b) An officer terminating the nonresident Command and General Staff College Course before graduation will not receive an AER unless the officer’s performance or conduct warrants a referred report.

(c) For Active Army commissioned officers attending resident branch officer courses the AER should address both the basic core course and the Army operation center (AOC) training when the latter course follows the first. Only if the AOC is scheduled for 60 or more days may a separate report be rendered.

(d) Combined Arms Service and Staff School (CAS3) will use a completion certificate instead of a DA Form 1059. Time accounting procedures on DA Form 67-8 (U.S. Army Officer Evaluation Report) are discussed in AR 623-105, paragraphs 4-10 and 5-6.

(e) Dietetic Internship, Occupational Therapy Clinical Affiliation, and the U.S. Army-Baylor Program in Physical Therapy is discussed in AR 601-130, paragraph 5-1.

(f) For students in good academic standing who are eliminated from Initial Entry Rotary Wing (IERW) for flight deficiency only, a letter explaining the reasons for termination will be sent, instead of a DA Form 1059, from the elimination approval authority to PERSCOM (TAPC-OBE-V), for use as deemed appropriate by CG, PERSCOM. The time will be declared nonrated on the next OER/NCO-ER.

1.1. For all branch transition courses regardless of length.

1.2. For Active Army warrant officers, all senior warrant officer, and master warrant officer training courses regardless of length.

(2) Officer courses less than 60 days requiring an AER are listed, by school, in paragraph *e*(1), below.

(3) All enlisted personnel taking resident and nonresident NCO education system (NCOES) courses (regardless of length or component)—

(a) Primary Leadership Development Course (PLDC) (Active Component (AC) or Reserve Component (RC)).

(b) Basic Noncommissioned Officer Course (BNCOC) (AC or RC).

(c) Advanced Noncommissioned Officer Course (ANCOC) (AC or RC).

(d) U.S. Army Sergeant Major Course.

(3.1) First Sergeant Course, 521-SQ1M; Battle Staff NCO Course, 000-ASI25 at the U.S. Army Sergeant Major Academy, Fort Bliss, TX.

(4) All ARNG and USAR personnel taking resident or nonresident courses at Army services schools or colleges except trainees attending their initial active duty for training (IADT). (See chap 2, sec II.)

(5) Active Army personnel granted constructive or equivalent school credit by the CG, PERSCOM, Commander, U.S. Army Health Professional Support Agency (USAHPSA), TJAG, Chief of Chaplains, and Commander, U.S. Army Training and Doctrine Command (TRADOC). Request will be forwarded to the appropriate career management division under AR 351-1.

(6) All RC (USAR and ARNG) chaplain candidates serving in drill status will receive a report every 6 months for unit training

(2) *Enlisted*. Chief, National Guard Bureau, ATTN: NGB-ARP-E, WASH DC 20310-2500.

d. *USAR personnel*. Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-PRE-A, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Chapter 2 Service School/NCO Academy Academic Evaluation Reports

Section I Active Duty Personnel

2-1. General

a. Service school and NCO academy commandants are responsible for preparing the DA Form 1059 within 60 days after the student's graduation or termination from the school or academy. In preparing these reports, all significant information that can be evaluated must be reported. The same care and attention must be exercised in preparing this report as is exercised in preparing officer and NCO evaluation reports.

b. Evaluation reports must be submitted for individuals assigned a principal duty before the start of a course, between courses, or after a course as described below:

(1) DA Form 67-8 will be prepared for all officers, if appropriate, whose principal duty is other than a student. They will be submitted under the provisions of AR 623-105.

(2) DA Form 2166-7 will be prepared for enlisted personnel, if appropriate, whose principal duty is other than a student. They will be submitted in accordance with AR 623-205.

2-2. Disposition of academic reports

Academic reports will be forwarded and filed as follows:

a. For Active Army officers and warrant officers:

(1) Original—Send to Commander, PERSCOM, ATTN: TAPC-MSE-R, Alexandria, VA 22332-0445, within 60 days after course completion. In the upper right corner, indicate the AUTOVON number and extension of the office responsible for preparing the report.

(2) One copy—Give to the rated officer after it is processed locally. If the rated officer has departed, mail to his or her forwarding address, or retain the copy until an address is obtained. If an address is not obtained within 120 days, the copy will be destroyed.

(3) One copy—

(a) For ROTC commissioned officers graduating from officer basic course (OBC), send to Commander of the ROTC Region responsible for the school from which the individual was commissioned. See AR 145-1, appendix B, for region jurisdiction over commissioning institutions.

(b) Send to the superintendent, U.S. Military Academy (USMA), for Academy graduates of branch school basic courses.

(c) Send to Commandant, U.S. Army Infantry School, ATTN: ATSH-TP-B5, Ft. Benning, GA 31905-5500 for Branch Immaterial Officer Candidate Course graduates for branch school basic courses.

(d) For students whose Reserve appointments are terminated under AR 635-100, chapter 3, section III, add to the Professor of Military Science copy, the year graduated, date, and reason the Reserve appointment and active duty were terminated.

b. For active duty Army enlisted personnel:

(1) Original—

(a) For all TDY or PCS courses of less than 20 weeks and for PVT through CPL AERs send to Commander, U.S. Army Enlisted Records and Evaluation Center, ATTN: PCRE-FS, Fort Benjamin Harrison, IN 46249-5301, within 60 days after completion of course.

(b) For PCS courses of 20 weeks or more for SGT through CSM send to Commander, U.S. Army Enlisted Records and Evaluation

Center, ATTN: PCRE-RE, Fort Benjamin Harrison, IN 46249-5301, within 60 days after completion of the course.

(2) One copy—Send to PERSCOM, ATTN: TAPC-(appropriate career branch), Alexandria, VA 22331-0400 for SSG through SGM/CSM personnel and for personnel listed in AR 614-200, table 1-1, within 60 days after completion of the course. In the upper right corner, indicate the AUTOVON number and extension of the office responsible for preparing the report.

(3) One copy—Send to PERSCOM, ATTN: TAPC-EPZ-E, Alexandria, VA 22331-0400, for Sergeants Major Academy graduates.

(4) One copy—File in the DA Form 201 (Military Personnel Records Jacket, U.S. Army) (MPRJ) for personnel in grade SGT and below attending primary and basic level NCOES. (These reports will be destroyed when the soldier is promoted to SSG.)

(5) One copy—Send to unit commander for personnel in the rank of SGT and below attending primary and basic level NCOES.

(6) One copy—Give to the rated soldier after it is processed locally. If he or she has departed, mail to his or her forwarding address. If an address is not obtained within 120 days, destroy the copy.

(7) One copy—Send to CG, ARPERCEN, ATTN: DARP-SPR-E, 9700 Page Boulevard, St. Louis, MO 63132-5200 if soldier is dual component status (holding a USAR commission or warrant status while serving on active duty as Regular Army (RA) enlisted. In item number 16 (Remarks Section) type or stamp "Soldier Serving on Dual Component Status."

(8) (Rescinded.)

c. ARNG/USAR personnel not on active duty other than to attend the school for which the report was rendered. Send in accordance with paragraph 2-7.

d. U.S. Marine Corps (officer and enlisted) personnel attending resident Army service schools. Two copies of DA Form 1059—Prepare and send to the HQ, U.S. Marine Corps, CMC (MMPE-2), Quantico, VA 22134-0001.

e. U.S. Navy personnel attending resident Army Service Schools.

(1) For U.S. Navy enlisted personnel attending resident Army schools. Refer to Bureau of Naval Personnel Instruction (BUPERS) 1616.9 of May 1991, chapters 4 and 6 for students under instruction. Forward appropriate performance documentation to the student's next command. Contact the Enlisted Evaluations Branch (Pers-322), Washington D.C. 20370-5323, AUTOVON 224-1029/1066 or commercial: (703) 614-1029/1066 for more information.

(2) For U.S. Navy officer personnel attending resident Army schools. Refer to BUPERS 1611.1A of 26 March 1990, chapter 8 for student s under instruction. Forward appropriate performance documentation to the student's next command. Contact the Officer Fitness Branch (Pers-323), Washington, D.C. 20370-5323, AUTOVON: 224-1196/2476 or commercial: (703) 614-1196/2476 for more information.

f. U.S. Air Force officers attending Army service school resident courses. Four copies of Air Force Form 475 (Education/Training Report)—Prepare according to Air Force Regulation 36-10, chapters 6 and 7, and forward to the Air Force officer's servicing Consolidated Base Personnel Office, ATTN: CBPO/DPMQ. Academic reports are not required for enlisted airmen.

Section II Reserve Component Personnel not on Active Duty

2-3. Service school resident courses

a. The service school commandant is responsible for preparing AERs for personnel under these criteria—

(1) Successful course completion.

(2) Termination of enrollment.

(3) Unsatisfactory course completion.

(4) For all USAR personnel, regardless of course length except for courses listed in paragraph 1-5f, and for all ARNG personnel for courses of 60 calendar days or more who attend—

(a) A formal resident course of full-time duty (active duty for training (ADT) and annual training (AT)).